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RECORDS CENTER

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*Plans of action*  
1-2

RECORDS MANAGEMENT PROGRAM CONTROL

This report reflects the status of the various phases of the Agency's Records Management Program as of the end of September 1952. It is anticipated that in the future the report will be brought up to date and reissued at the six month intervals ending in December and June.

Prepared by:

Records Management & Distribution Branch  
General Services  
October 1952

September 1952

ADMINISTRATIVE PROJECTS *46 Records*

1. Revise Agency Regulations to more specifically outline functions, authority, delegation of authority (to area officers), and areas of authority.
2. Develop and issue a manual consisting of a compilation of the statutes applicable to the management and protection of Federal Records.
3. Fill staff positions by recruiting and by promotions or transfers of trained Agency personnel.
4. Establish a Records Center which will provide adequate facilities for storage, processing and reference service to the accumulated inactive records of the Agency for an approximate 20 year period.
5. Establish a training program for interested Agency personnel for the purpose of furthering a Records Management program at the line level and to provide trained personnel for transfer or promotion to Records Analyst positions.

1952	1953	1954	FISCAL YEAR		SCHEDULED COMPLETION DATE
			1955	1956	

## LEGEND:

In Operation

9 Months ending Sept. 52 - - - - -

6 Months ending Dec. 51 - - - - -

Completed - - - - -

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PROGRAM

STAFF OBJECTIVES

LINE OBJECTIVES

A. RECORDS CREATION

1. Control of correspondence preparations.

Prepare an Agency manual covering the utilization of form letters, pattern letters, pattern paragraphs, procedural guides and limitation of copies.

Pending development of the Agency program.

2. Control of forms.

Transfer the control of forms from O & M Services to General Services. Establish a forms control unit which will be responsible for coordination of the forms control program with other activities of the Agency to insure uniformity and simplicity in recording, transmitting, reporting and data processing of its functions. Issue an Agency manual to aid the various offices in the development and ordering of forms.

Pending development of the Agency program.

3. Control of reports.

Establish Agency requirements, with respect to reporting in order to eliminate overlapping and duplication of facts and elimination of obsolete reports, unessential copies, too frequent reporting and unessential filing of reports.

Pending development of the Agency program.

4. Control of issuances.

Develop and prepare a manual to provide for the control and distribution of the Agency's issuances.

Pending development of the Agency program.

*frw*

B. RECORDS MAINTENANCE

1. Uniform classifying and filing.

Prepare guides for use in developing office manuals which will provide a uniform system for classifying and filing records, including finding media throughout the Agency.

Survey the various files of the offices; develop an office file manual conforming to the system described in the Agency guides; and install the system.

2. Control receiving, recording and routing of correspondence.

Prepare guides for use in developing office manuals covering procedures for receiving, recording and routing incoming and outgoing communications.

Survey the office system for controlling the receipt, recording and routing of correspondence; develop an office manual conforming with the Agency guides; and install the revised system.

3. Control of filing equipment and supplies.

Develop Agency standards for filing equipment

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adaption of the standards.

## PROGRAM

STATE OBJECTIVES  
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## LINE OBJECTIVES

## 4. V. M. Program

Develop procedure and institute a program for the orderly deposit of all Vital Materials, and equipment pertinent to the activities of the organizational components of the Agency, in a Repository for safekeeping.

Work with the Area Records Officer in establishing what records are to be considered Vital Materials; determine the method and provide a means for reproduction of material for deposit; arrange a schedule for periodic deposits of accretions and removal of obsolete material. Follow up with each office to assure that deposits of Vital Materials are made currently; arrange for pick-up of VM material on a scheduled basis; as necessary microfilm the records accretions which are to be deposited on film.

## 5. Microphotography

Prepare an Agency manual covering the use and techniques of microfilming and including guides for determining whether or not records should be microfilmed.

## C. RECORDS DISPOSITIONS

## 1. Records Disposal Schedules

Survey office files and prepare disposal schedules for submittal to Congress or in conformance with existing General Schedules.

## 2. Comprehensive disposition schedules.

Prepare a manual consisting of the comprehensive disposition schedules of the respective offices and including procedure for the forwarding of inactive records to the Records Center.

Prepare a comprehensive disposition schedule for each office and follow up and coordinate the continued retirement of records as provided in the schedule.

September 1952

RECORDS MANAGEMENT PROGRAM - STAFF\*

#### A. RECORDS CREATION:

1. Control of corres. preparations.
2. Control of forms.
3. Control of Reports
4. Control of issuances.

B. RECORDS MAINTENANCE:

1. Uniform classifying and filing.
2. Control receiving, recording and routing of correspondence.
3. Control of filing equipment and supplies.
4. V. M. Program.

C. RECORDS | DISPOSITIONS:

## 2. Comprehensive disposition schedules.

**LEGEND:**

### In Operation

9 Months ending Sept. 52-  
6 Months ending Sept. 53-

6 Months ending Dec. 51--

Completed -----

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September 1952

RECORDS MANAGEMENT PROGRAM - LINE\*

B. RECORDS MAINTENANCE:

1. Uniform classifying and filing.
2. Control receiving, recording and routing of correspondence.
3. V. M. Program  
Accumulations

**C. RECORDS DISPOSITION:**

1. Disposal schedules prepared.
2. Approved by Congress or adaption of General Schedule.
3. Comprehensive schedule issued.

### Legend:

ND:  
In Operation

9 Months ending Sept. 52

6 Months ending Dec. 5

Completed \_\_\_\_\_

\* A description of the program objectives is shown on pages 4 and 5.